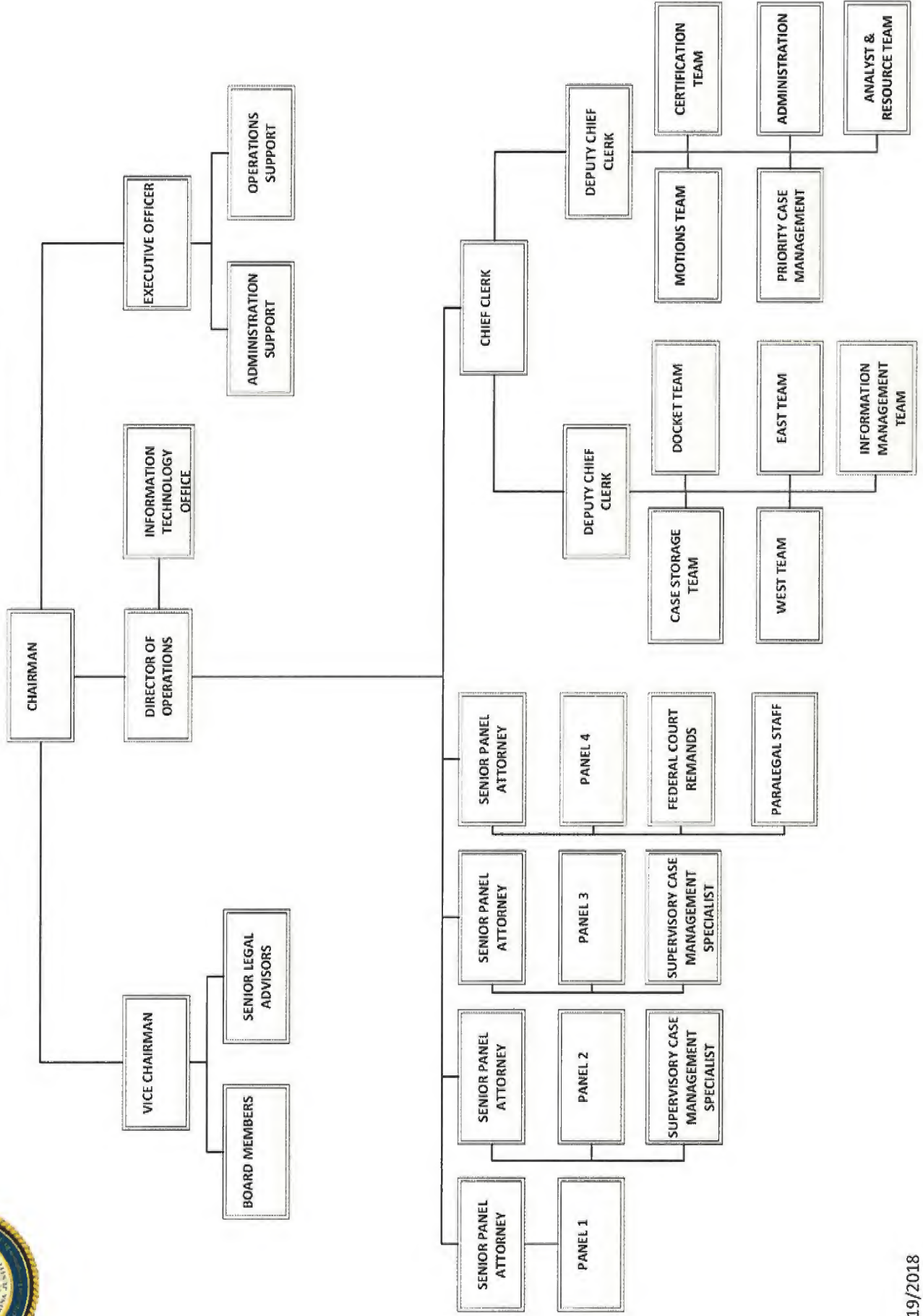




# BOARD OF IMMIGRATION APPEALS



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SLAs			
Elliot	CAE	Minton	AMM
Grandlie	BGE	Rubi	VR

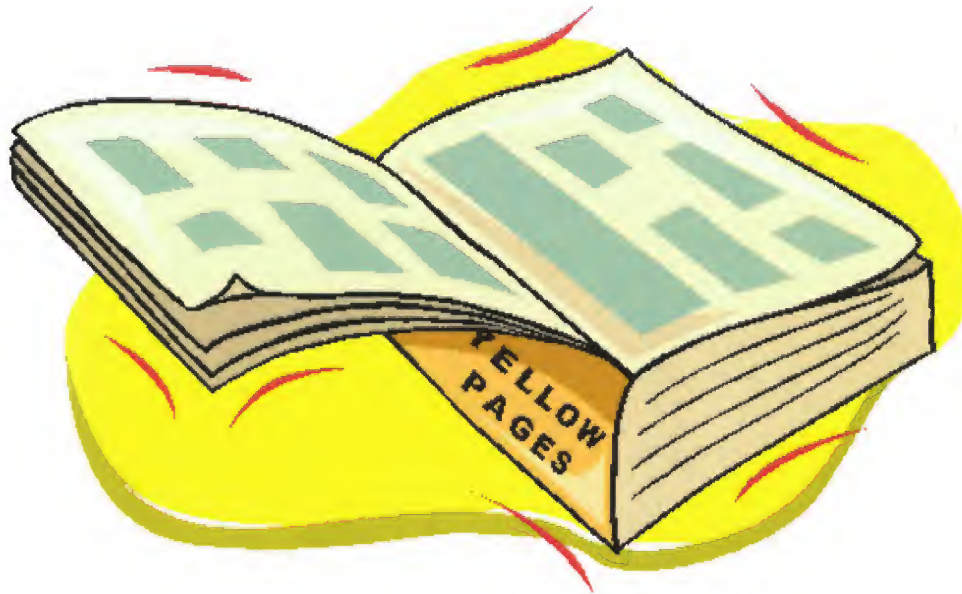
Team JLC	
Team Leader	
Saadat	DAS

Key	Detail	Internal



**Office of the Executive Officer  
Board of Immigration Appeals**

# **ADMINISTRATIVE & OPERATIONAL SERVICES DIRECTORY**



Updated: 05/03/18

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# Office of the Executive Officer Board of Immigration Appeals

## ADMINISTRATIVE & OPERATIONAL SERVICES DIRECTORY

### Michael Porter – Executive Officer

(b) (6)

#### Staff

Nicole Williams	Supervisory Administrative Specialist
Jeff Sykes	Supervisory Administrative Specialist
Erum Murad	Administrative Specialist
Kinnith Artemus	Administrative Specialist
Natalie Meyers	Administrative Specialist

(b) (6)

For questions you may have outside of the scope of this directory,  
please send us an email at: [BIA\\_XO\\_Staff@usdoj.gov](mailto:BIA_XO_Staff@usdoj.gov)

## ADMINISTRATIVE SERVICES

---

**Nicole Williams** – Oversight and liaison services, to support the following programs:

### HUMAN RESOURCES MANAGEMENT

#### **Nicole Williams**

Support Staff/Attorney Hiring  
Staffing Statistics  
BIA Recruitment Notices  
Time and Attendance  
Judicial Law Clerks

#### **Erum Murad**

Performance Appraisals/PWPs (Attorneys/Support)  
New Employee Orientation  
Personnel Actions  
Details

Updated: 05/03/18

Promotions  
Within-Grade Increases  
Employee Exit Clearance Process

**Kinnith Artemus**  
Attorney Bar-Certifications  
Awards  
Employee Service Pins/Certificates  
Employee Duty Hours Schedules  
Attorney Flextra/Flexiplace

## **BUDGET & FINANCE**

**Erum Murad**  
Claims for Reimbursement  
Liability Insurance  
Training  
Travel

**Kinnith Artemus**  
Budget Operating Plan  
Budget Reports

## **CONTRACTS**

**Kinnith Artemus – Contracting Officer’s Representative (COR)**  
Primary Contract Management for General Support Services Contract (PAE/Labat)

**Nicole Williams – Alternate Contracting Officer’s Representative (ACOR)**  
Alternate Contract Management for General Support Services Contract (PAE/Labat)

## **CONFERENCE/MEETING PLANNING**

**Kinnith Artemus**  
Site Coordination and Arrangements  
Pricing/Budgeting

## **EQUAL EMPLOYMENT OPPORTUNITY**

**Nicole Williams**  
Liaison with Employee Labor Relations

## **RECORDS/FORMS MANAGEMENT**

**Kinnith Artemus**  
HR Records Retention (Time and Attendance/PWPs)

## **PATHWAYS STUDENT PROGRAM**

**Nicole Williams**  
Recruitment  
Staffing

## **JUDICIAL LAW CLERKS/LAW INTERNS**

**Nicole Williams/Erum Murad**  
Recruitment  
Application Process/Coordination



# OPERATIONAL SERVICES

---

**Jeff Sykes/Natalie Meyers** – Oversight and liaison services, to support the following programs:

## COMPUTER SERVICES

**Jeff Sykes/Natalie Meyers**

Establishing/Closing NT Accounts  
Computer Installation  
Computer Security Certifications  
Contractors  
Email Groups Administration  
Laptops

## PROPERTY AND FACILITIES MANAGEMENT

**Jeff Sykes/Natalie Meyers**

Building Maintenance  
Furniture/Equipment  
Keys  
Employee Moves/Relocation  
OA Room/KDR Training Room Setup/AV Equipment  
Equipment Maintenance  
Property Inventory

**Jeff Sykes**

Executive Parking

## PROCUREMENT

**Natalie Meyers**

Supply Orders/Inventory – Panels and Clerk's Office  
Major BIA Purchases (File Cabinets, Furniture, and Equipment)

## SECURITY

**Michael Porter**

Building/Floor Monitors  
Continuity of Operations Plan (COOP)  
Disability & Special Needs for Evacuation  
Emergency Preparedness  
Monitor Coordination  
Occupancy Emergency Preparedness Program  
Staff Security Readiness Training  
Phone Tree/Emergency Contact List



## **TELECOMMUNICATIONS**

**Jeff Sykes**

Cell Phones

Telephone Installation

Telephone Repairs

Voice Mail Accounts

## **MAIL MANAGEMENT**

**Jeff Sykes/Natalie Meyers**

Federal Express Administration – Account Administrator (create accounts, service accounts)

Mail Services (shipping/packing supplies)

## **OFFSITE TRAINING/CONFERENCES**

**Jeff Sykes**

Logistics

AV Equipment



**U.S. Department of Justice**

Executive Office for Immigration Review

*Board of Immigration Appeals*

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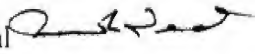
Chairman

5107 Leesburg Pike, Suite 1900  
Falls Church, VA 22041

February 10, 2016

MEMORANDUM

TO: BIA Management Staff

FROM: David L. Neal   
Chairman

SUBJECT: Delegation of Signature Authority

This Delegation of Signature Authority updates any prior delegations.

Effective immediately, pursuant to the delegations of signature authority given to the Chairman by the Director of this Agency, the incumbents of the following positions are delegated signature authority as indicated below. These delegations are revocable, with or without notice, and do not preclude the Chairman from exercising any or all of the authorities here delegated.

All references to employee, manager, or other title or descriptor in this document pertain to Board of Immigration Appeals staff *only* and do not include agency employees outside the Board.

There is a quick reference matrix at the end of this document. Should there be a conflict between the narrative of this document and that matrix, the language of the narrative controls.

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## Leave

1. ANY/ALL EMPLOYEES – REGULAR AND ADVANCE LEAVE. The authority to grant or disapprove leave, including advance leave, to *any* employee, is delegated to:
  - Vice Chairman
  - Director of Operations (except Board Members, unless expressly authorized by the Chairman or Vice Chairman)
  - Executive Officer (except Board Members, unless expressly authorized by the Chairman or Vice Chairman)
2. SUBORDINATES – REGULAR AND ADVANCE LEAVE. The authority to grant or disapprove leave, including advance leave, for subordinates of that manager is delegated to:
  - Chief Clerk
  - Deputy Chief Clerk
  - Senior Legal Advisors
  - Senior Panel Attorneys
  - Senior Program Manager
3. SUBORDINATES – REGULAR LEAVE ONLY. The authority to grant or disapprove leave, but *not* advance leave, for subordinates of that manager is delegated to:
  - Clerk's Office Supervisory Management and Program Analyst
  - Clerk's Office Team Leaders
  - Supervisory Administrative Specialist
  - Supervisory Attorney Examiner (Team Leader)
  - Supervisory Case Management Specialist
  - Supervisory Technical Information Specialist

## Travel

1. ANY/ALL EMPLOYEES – INTERNATIONAL TRAVEL. International travel requires special Department and Agency processing. The authority to initiate a request for international travel is delegated to:
  - Vice Chairman
2. ANY/ALL EMPLOYEES – DOMESTIC TRAVEL. The authority to grant travel authorization (and advance travel funds), including advance travel funds, for domestic travel for *all* employees, including travel under actual subsistence conditions, and to approve resulting travel vouchers is delegated to:
  - Vice Chairman



- Executive Officer (except Board Members, unless expressly authorized by the Chairman or Vice Chairman)
3. SUBORDINATES – DOMESTIC TRAVEL. The authority to grant travel authorization (and advance travel funds) for domestic travel for subordinates, including travel under actual subsistence conditions, and to approve resulting travel vouchers is delegated to:
- Director of Operations

## **Time and Attendance**

1. ANY/ALL EMPLOYEES – The authority to certify the accuracy of time and attendance reports for *all* employees is delegated to:
- Vice Chairman
  - Executive Officer
2. SUBORDINATES. The authority to certify the accuracy of time and attendance for subordinates is delegated to:
- Director of Operations
  - Chief Clerk
  - Clerk's Office Supervisory Management and Program Analyst
  - Clerk's Office Team Leaders
  - Deputy Chief Clerk
  - Senior Legal Advisors
  - Senior Panel Attorneys
  - Senior Program Manager
  - Supervisory Administrative Specialist
  - Supervisory Attorney Examiner (Team Leader)
  - Supervisory Case Management Specialist
  - Supervisory Technical Information Specialist

## **Overtime and Compensatory Time**

1. ANY/ALL EMPLOYEES. The authority to approve overtime and compensatory time for *all* employees (except that Board Members cannot earn overtime), within assigned budget allocations, is delegated to:
- Vice Chairman
  - Executive Officer (except for Board Members, unless specifically authorized by the Chairman or Vice Chairman)
2. SUBORDINATES. Authority to approve overtime and compensatory time for subordinates, within assigned budget allocations, is delegated to:

- Director of Operations
- Chief Clerk
- Deputy Chief Clerk
- Senior Legal Advisors
- Senior Panel Attorneys
- Senior Program Manager

## Hiring

1. SELECTIONS – ANY/ALL POSITIONS. The authority to *select* individuals for hire into any position within the Board -- *except* Senior Executive Service positions, Senior Level positions (Board Members), Director of Operations, Executive Officer, is delegated to:

- Vice Chairman
- Director of Operations
- Executive Officer (only when expressly authorized by the Chairman or Vice Chairman)

2. SELECTIONS – SUBORDINATES. Authority to *select* individuals for hire as subordinates in positions within the Board of Immigration Appeals.

- Director of Operations
- Chief Clerk
- Deputy Chief Clerk
- Executive Officer
- Senior Legal Advisors
- Senior Panel Attorneys
- Senior Program Manager

3. RECOMMENDATIONS – ATTORNEY HIRING. The authority to *recommend* individuals for hire into attorney positions is delegated to:

- Senior Panel Attorneys
- Supervisory Attorney Examiner (Team Leader)
- Senior Legal Advisors

4. RECOMMENDATIONS – NON-ATTORNEY HIRING. The authority to *recommend* individuals for hire into non-attorney positions.

- Clerk's Office Supervisory Management and Program Analyst
- Clerk's Office Team Leaders
- Supervisory Administrative Specialist
- Supervisory Attorney Examiner (Team Leader)
- Supervisory Case Management Specialist
- Supervisory Technical Information Specialist

## Reassignment

1. ANY/ALL EMPLOYEES. The power to authorize personnel actions (SF-52s) to reassign *any* employee within the Board – *except* for Senior Executive Service positions, Senior Level positions, Director of Operations, and Executive Officer, is delegated to:
  - Vice Chairman
  - Director of Operations
  - Executive Officer

## Promotion

1. ANY/ALL EMPLOYEES. The authority to promote employees up to the GS-15 level – except for Director of Operations and Executive Officer – is delegated to:
  - Vice Chairman
2. SUBORDINATES – TO GS-15. The authority to promote any subordinate up to the GS-15 level is delegated to:
  - Director of Operations
3. SUBORDINATES – TO GS-14. The authority to promote subordinates up to the GS-14 level is delegated to:
  - Chief Clerk
  - Deputy Chief Clerks
  - Executive Officer
  - Senior Legal Advisors
  - Senior Panel Attorneys
  - Senior Program Manager
4. SUBORDINATES – TO GS-13. The authority to promote subordinates up to GS-13 level is delegated to:
  - Supervisory Case Management Specialist
  - Supervisory Technical Information Specialist
5. RECOMMENDATIONS FOR PROMOTION. The authority to recommend career ladder promotions for subordinates is delegated to:
  - Supervisory Administrative Specialist
  - Supervisory Technical Information Specialist
  - Attorney Examiner (Team Leader)
  - Supervisory Attorney Examiner (Team Leader)

- Supervisory Case Management Specialist
- Clerk's Office Supervisory Management and Program Analyst
- Clerk's Office Team Leaders

## **Discipline**

1. **BOARD MEMBERS.** The authority to propose and impose discipline is divided between Department and Agency officials depending on the nature of the misconduct. For discipline matters within the powers of the Board, the authority to propose discipline is delegated to:
  - Vice Chairman
2. **ATTORNEYS.** The authority to propose and impose discipline up to and including termination of attorney subordinates, after consultation with Labor and Employee Relations Unit of the Office of General Counsel, is delegated to:
  - Vice Chairman
  - Director of Operations
  - Senior Panel Attorneys
  - Supervisory Attorney Examiners (Team Leader)
3. **NON-ATTORNEYS.** The authority to propose and impose discipline up to and including termination of non-attorney subordinates, after consultation with the Labor and Employee Relations Unit of the Office of General Counsel, is delegated to:
  - Vice Chairman
  - Director of Operations
  - Executive Officer
  - Chief Clerk
  - Clerk's Office Supervisory Management and Program Analyst
  - Clerk's Office Team Leaders
  - Deputy Chief Clerks
  - Supervisory Attorney Examiners (Team Leader)
  - Senior Legal Advisors
  - Senior Panel Attorneys
  - Supervisory Administrative Specialist
  - Supervisory Case Management Specialist
  - Senior Program Manager
  - Supervisory Technical Information Specialist

## **Awards**

1. **UP TO \$7,500 – INCLUDING TIME OFF AWARDS.** The authority to approve employee awards up to \$7,500, within assigned budget allocations, is delegated to:
  - Vice Chairman



- Executive Officer
2. UP TO \$5,000 – INCLUDING TIME OFF AWARDS. The authority to approve employee awards up to \$5,000, within assigned budget allocations, is delegated to:
    - Director of Operations
  3. RECOMMENDATIONS FOR AWARDS. The authority to *recommend* awards for subordinates, within assigned budget allocations, is delegated to:
    - Chief Clerk
    - Clerk's Office Supervisory Management and Program Analyst
    - Clerk's Office Team Leaders
    - Deputy Chief Clerks
    - Supervisory Administrative Specialist
    - Supervisory Attorney Examiner (Team Leader)
    - Supervisory Case Management Specialist
    - Senior Legal Advisors
    - Senior Panel Attorneys
    - Senior Program Manager
    - Supervisory Technical Information Specialist

## Training

1. ANY/ALL EMPLOYEES. The authority to approve funded training for *all* employees, within assigned budget allocations, is delegated to:
  - Vice Chairman
  - Director of Operations
  - Executive Officer
2. SUBORDINATES. The authority to *recommend* funded training for subordinates, within assigned budget allocations, is assigned to:
  - Chief Clerk
  - Clerk's Office Supervisory Management and Program Analyst
  - Clerk's Office Team Leaders
  - Chief of the Program Review Staff
  - Deputy Chief Clerks
  - Supervisory Administrative Specialist
  - Supervisory Attorney Examiner (Team Leader)
  - Supervisory Case Management Specialist
  - Senior Panel Attorneys
  - Senior Program Manager
  - Supervisory Technical Information Specialist

## Background Investigations

1. ANY/ALL EMPLOYEES. The authority to review results of background investigations for *any* employee or applicant for a position within the Board, upon the request of the Office of Security, and recommend the retention or employment of an individual, is delegated to:
  - Vice Chairman
  - Director of Operations (except Board Members)
  - Executive Officer (except Board Members)
  - Other managers (as expressly authorized by the Chairman, Vice Chairman, or Director of Operations)

## Procurement

1. INITIATE AND APPROVE. The authority to initiate and approve *all* requests for procurement of supplies, furniture, and equipment for the Board is delegated to:
  - Executive Officer
2. INITIATE. The authority to initiate any request for procurement of supplies, furniture, and equipment for the Board is delegated to:
  - Vice Chairman
  - Director of Operations
  - Chief Clerk
  - Clerk's Office Supervisory Management and Program Analyst
  - Clerk's Office Team Leaders
  - Deputy Chief Clerks
  - Supervisory Administrative Specialist
  - Supervisory Attorney Examiner (Team Leader)
  - Supervisory Case Management Specialist
  - Senior Legal Advisors
  - Senior Panel Attorneys
  - Senior Program Manager
  - Supervisory Technical Information Specialist

# Quick Reference Matrix

	Leave	Travel	T&A	OT	Hiring	Reassign	Promote	Discip	Awards	Train	BI	Procur
Chief Clerk	S		S	S	S		S	X	S	S		I
Attorney TL	S		S		R <sup>A</sup>		R	X <sup>A</sup>	S	S		I
CO Team Leader	S		S		R		R	X	S	S		I
Deputy Chief Clerk	S		S	S	S		S	X	S	S		I
Director of Ops	A <sup>1</sup>	S	S	S	A <sup>6</sup> /S	A <sup>4</sup>	S	X <sup>A</sup>	A <sup>2</sup>	A	A	I
XO	A <sup>1</sup>	A <sup>1</sup>	A	A <sup>1</sup>	A <sup>3</sup> /S	A <sup>4</sup>	S	X	A <sup>5</sup>	A	A	A
SLA	S		S	S	R <sup>A</sup> /S		S	X	S	S		I
SPA	S		S	S	R <sup>A</sup> /S		S	X <sup>A</sup>	S	S		I
SPM	S		S	S	S		S	X	S	S		I
Super Admin Spec	S		S	S	R		R	X	S	S		I
Super MPA	S		S		R		R	X	S	S		I
SCMS	S		S		R		R	X	S	S		I
Sup Tech Info Spec	S		S		R		R	X	S	S		I
Vice Chairman	A	A	A	A	A <sup>6</sup>	A <sup>4</sup>	A <sup>7</sup>	X <sup>A</sup>	A <sup>5</sup>	A	A	I

## Key:

A	=	Approve all
I	=	Initiate request
R <sup>A</sup>	=	Recommend attorney and non-attorney subordinates
R	=	Recommend non-attorney subordinates only
S	=	Recommend and/or approve subordinates
X	=	Propose/impose discipline and termination of non-attorney subordinates
X <sup>A</sup>	=	Propose/impose discipline and termination of attorneys and non-attorneys subordinates

<sup>1</sup> Except Board Members unless expressly authorized by the Chairman or Vice Chairman

<sup>2</sup> Up to \$5000 including time off awards

<sup>3</sup> Only when expressly authorized by the Chairmen or Vice Chairman

<sup>4</sup> Except for Senior Executive Service positions, Senior Level positions, Director of Operations, and Executive Officer

<sup>5</sup> Up to \$7500 including time off awards

<sup>6</sup> Except for Senior Executive Service positions, Senior Level positions, the Vice Chairman, Executive Officer, and Senior Legal Advisors

<sup>7</sup> Up to GS-15 except for Director of Operations, and Executive Officer

**Office of the Executive Officer  
Board of Immigration Appeals  
Personnel Actions Guidance**

The guidance below is intended to complement, not supersede, the information provided by the EOIR Administrative Division or other Federal or Departmental policies and procedures. You should consult with the Office of the Executive Officer for questions regarding personnel actions.

When initiating personnel actions please keep the following in mind.

1. Completion of Form **SF-52**

Entries in the various blocks of the **SF-52** will depend on the nature of the personnel action requested. The Executive Office will provide assistance in completing **SF-52s**.

2. Routing

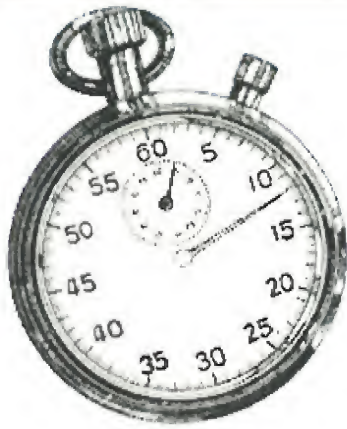
Internal routing of the personnel actions will depend on the delegations of personnel authority. Generally, a personnel action will be prepared by the requesting office. The action will then be routed through the Executive Office at the Board who will in turn route it to HR for final approval and action. Managers are required to submit **SF-52s** to the Executive Office for processing at least two weeks prior to their proposed effective date.

3. Effective Dates

Generally effective dates of "routine" personnel actions are on the first day of the first pay period after they are received in Human Resources. Please take note that personnel actions cannot be processed retroactively. Therefore, please allow sufficient lead time for routing.

When in doubt, you should err on the side of asking. Please direct questions to your supervisor or the Board's Executive Office POC for HR, **Erum Murad** at: (b) (6)





## *Time & Attendance*



Please [login](#) to the Time & Attendance System

---

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\*\*\*\*\* **WARNING** \*\*\*\*\*

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
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  - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
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Executive Office for Immigration Review

AWARD NOMINATION FORM

*Legal Authority: 5 C.F.R. Part 451, Subpart A.*

(1) Date of nomination:

Component:

\_\_\_\_\_

\_\_\_\_\_

(2) Nominee:

Title:

\_\_\_\_\_

\_\_\_\_\_

(3) Type of award:

☐ On-The-Spot

Award amount (\$50 to \$750):

\_\_\_\_\_

☐ Special Act

Award amount (\$250 to \$7,500):

\_\_\_\_\_

☐ Time-Off<sup>1</sup>

Award amount (up to 40 hours):

\_\_\_\_\_

(4) Date(s) of the contribution/achievement:

\_\_\_\_\_

(5) Which of the following best describes the nature of the contribution/achievement?

☐ One-time, non-recurring act.

☐ Sustained high level of performance. (Only a time-off award is appropriate in this instance.)

(6) Which of the following criteria best describes the nominee's superior contribution? (Select One)

\_\_\_\_\_

<sup>1</sup> Time-off awards may not be used as a substitution for a performance award or to circumvent statutory limits of 5 U.S.C. § 5384 on awards to SES employees.

- ☐ Nominee made a high quality contribution to a difficult or important project, overcoming unusual difficulties in achieving a superior outcome, while still maintaining his/her own workload.
- ☐ Nominee produced exceptionally high quality work under a tight deadline, or displayed special initiative and skill in completing an assignment or project before a deadline.
- ☐ Nominee displayed exemplary or courageous handling of an emergency situation related to official employment.
- ☐ Nominee demonstrated exceptional courtesy or responsiveness in dealing with the public, client agencies, or colleagues.
- ☐ Nominee's efforts, through innovation and creativity, resulted in increased productivity, economy, or other highly desirable benefit to the Agency.
- ☐ Nominee displayed sustained high level performance. (Time-Off Award only)

(7) Description of the nominee's specific contribution/achievement:

(8) How did the contribution/achievement meet the mission of the Agency and further the public interest?

(9) How did the nominee make extra efforts, going above and beyond normal duties, to perform in an exemplary manner?



(10) Nominating official: (electronic signature)

---

*I attest that, to the best of my knowledge, the employee named above: (1) is not currently under investigation (internal or external) for sexual harassment; (2) has not been found to have committed a substantiated act of sexual harassment or misconduct within this performance year; and (3) has not been disciplined for misconduct of any type within this performance year.*

(11) Concurring/approving official: (electronic signature)

---

For Awards Committee use only:

Committee approval (if award is \$1,000 or more, or more than 24 hours)

☐

Yes

☐

No

**Executive Office of Immigration Review**  
**AWARDS PROGRAM (On-the-Spot/Special Act or Service/Time-Off)**

Employee Name: \_\_\_\_\_ Soc. Security No. : \_\_\_\_\_

Employee's Organization: \_\_\_\_\_

**ON-THE-SPOT AWARD**

New Amount of Award: \$ \_\_\_\_\_ (\$50 - \$750; must be in increments of \$50)

**SPECIAL ACT OR SERVICE AWARD**

New Amount of Award: \$ \_\_\_\_\_ (\$250 - \$7500)

**TIME-OFF AWARD**

Number of Hours to be Granted: \_\_\_\_\_ (Full-time up to 40 hours for single contribution, Minimum is 4 hours, Max for year is 120 hours)

\*\*\*\*\*

**\*Personnel Data (To be completed by Human Resources Staff)**

Authority Code: PAY = For all employees

Award Code: C100    Case Number: \_\_\_\_\_    NOA Code: 849

Award Code: C012    Case Number: \_\_\_\_\_    NOA Code: 849

Award Code: C029    Case Number: \_\_\_\_\_    NOA Code: 846

Effective Date: \_\_\_\_\_

Date Keyed: \_\_\_\_\_ Keyed By: \_\_\_\_\_

Human Resources Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit**